

VERDM SA Sheltering Exercise March 31 – April 1, 2023

3/30/2023 6:24 PM

Pre-Exercise Handouts

March 30, 2023

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Pre-Exercise Handouts

Dear Exercise Participants,

Thank you for joining the Payne County Animal Response Team (PCART), OSU Veterinary Faculty, Oklahoma Medical Reserve Corp (OKMRC), and Payne County Office of Emergency Management for a small animal disaster sheltering exercise March 31 – April 1, 2023.

- This PDF file is meant to familiarize you with the forms you will see Friday evening when Dr. Lesa Staubus speaks about emergency sheltering operations and introduces the exercise, and on Saturday when Dr. Daniel Burba speaks about the incident that we are modeling a response to and leads us through a mock disaster response.
- You do not need to print these pages – there will be copies of paperwork that you need during the exercise waiting for you.
- Please find the Volunteer sign in table both on Friday evening and on Saturday morning! We will be verifying check-in and contact information in order to assign roles.

Items to bring with you on Saturday.

- Long pants.
- Weather appropriate clothing.
- Closed toed shoes.
- Water
- Work Gloves (If you have them already)

Contents of PDF:

- ***This Cover Page***
- ***Sample Emergency Response Operations Structures.*** [note that veterinary emergency response disaster operations structures are similar to other first responder operations structures – we follow the Incident Command System (ICS) in order to fit into emergency incidents and work seamlessly with other emergency responders]. Operations structures can be fluid depending on the needs at the time so you may fill different roles during the exercise.
- ***General Descriptions of Roles for Disaster Animal Response.*** [from the PCART Standard Operating Guidelines (SOG) document]. You will be assigned to teams and take on one or more roles during the exercise. In a real response, roles are assigned based on credentials and veterinary experience. For this exercise:
 - Animal Agent in Charge will be Dr. Daniel Burba
 - Shelter Manager will be Dr. Lesa Staubus
 - Safety Officer will be Dr. Alicia Gorczyca-Southerland
 - Volunteer Coordinator and Logistics/Supply Officer will be Susan Grammer

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- **Copy of ICS Form 214 – Activity Log:** Each participant should keep a log of their roles and activities during each Operational Period. There will be copies of this form available and you will turn them in at the end of the exercise.
- **Small Animal Shelter Set-Up Checklist.** This is the general checklist used by the State Animal Response Team (SART) in Oklahoma. Items may change depending on the scenario.
- **List of Items Found on the PCART AKC Pet Disaster Relief Trailer.**
- **List of Shelter Signs found on Trailer**
- **SART Intake Forms (4)**
- **OLAFR Equine Intake form**
- **Sample On Hand Small Animal List** – this will likely be done on a wall chart/white board that all can see during the exercise, so this form is for reference only.
- **Sample Go Bag List** – these are items that you would take with you for a real emergency response. Those required for this exercise are listed above.

Note that we will have “observers” and “evaluators” on-site who will note for us how the exercise unfolded and allow us to generate an “after action report” (AAR). They are not grading anyone!! This is a normal method of learning from each exercise.

One thing that you will hear frequently this weekend and should always keep in mind in an emergency situation is: **DO NOT SELF DEPLOY!!**

After this exercise you will be provided with the information you would need in order to become credentialed with the Oklahoma Medical Reserve Corp (OKMRC) and to be added to the Payne County Animal Response Team if you desire. This process allows us to work seamlessly together with first responders in an emergency and, importantly, to be covered by liability insurance!

We hope you will decide to join our team to learn more about disaster animal medicine and sheltering and be available in case of an incident in our area that the PCART is deployed to. We also hope that once you graduate and are established in practice you will be interested in either joining or initiating similar area disaster animal response teams in your new community! Our vet students have been a major component of PCART in the past and we welcome your participation!

The Planning Team, which includes PCART members and representatives of OKMRC and local shelters is looking forward to working with you! A copy of Dr. Staubus’ Friday PowerPoint presentation will follow later today.

If you have questions please contact your Volunteer Coordinator for this Ex, Susan Grammer at susan.grammer@okstate.edu.

Thank you!

<https://www.paynecart.org/>

Agency Administrators

March-April 2023
VERDM SA Sheltering EX
OSU-Vet Med Stillwater, OK

Animal Branch Director

Safety Officer

Public Information Officer

Liaison Officer

LA Division Director:

Small Animal Sheltering Division Director:

LA SAR Group Sup.

LA Sheltering Group Sup.

LA SAR Strike Team 1

Shelter Set-up/Demob Task Force

**LA SAR Strike Team 2
Assigned if needed**

Shelter Intake/Triage Task Force

Donation/Volunteer Mgmt. Task force

Shelter Intake Task Force

Veterinary Task Force

Dog Sheltering Task Force

Cat Sheltering Task Force

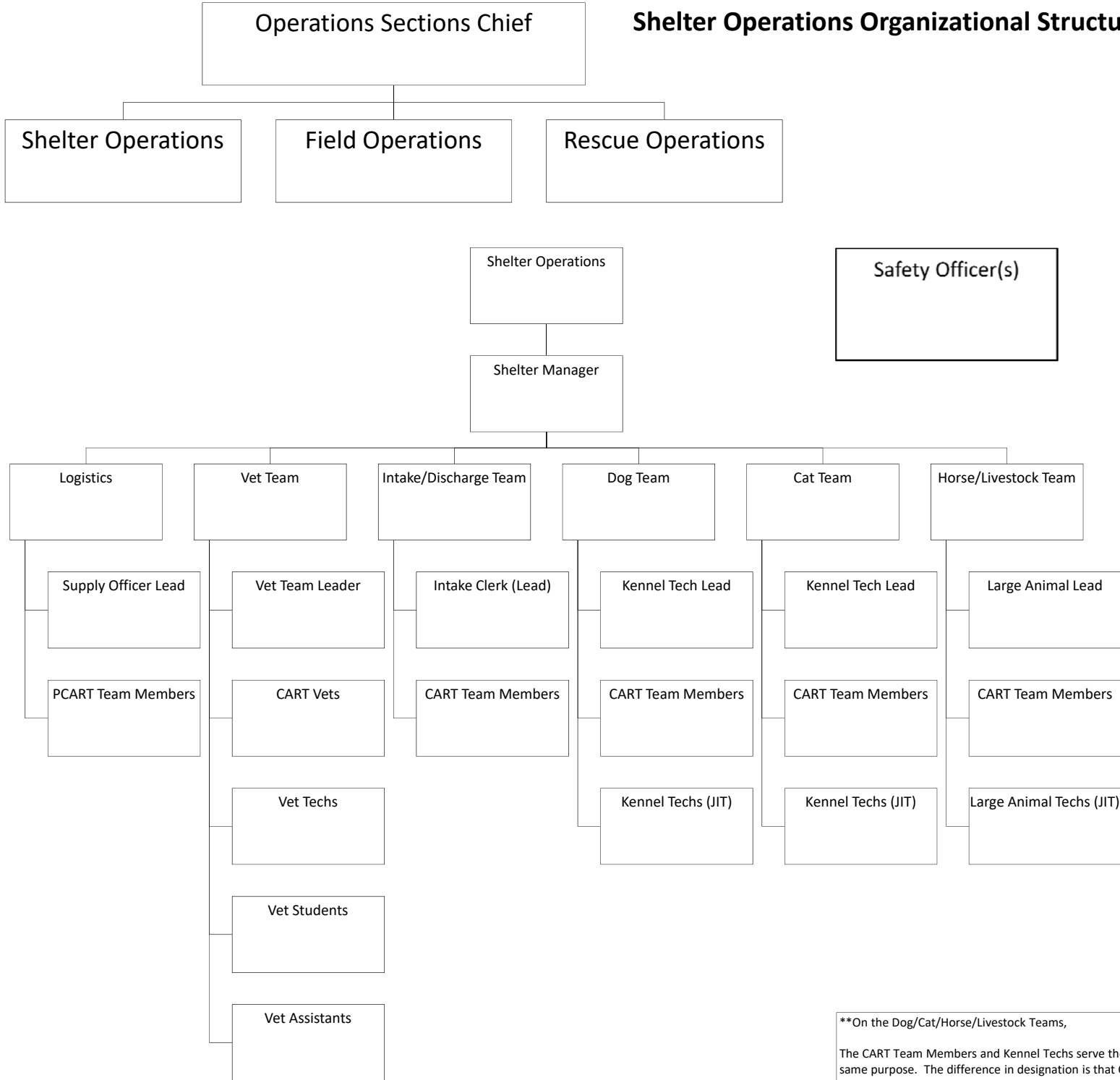
Donation/Volunteer Mgmt. Task Force

Shelter Set-up/Demob Task Force

From OKMRC VW Aug 4,
2018 Animal IMT Org
Chart Updated for
PCART: Jan 28,2019

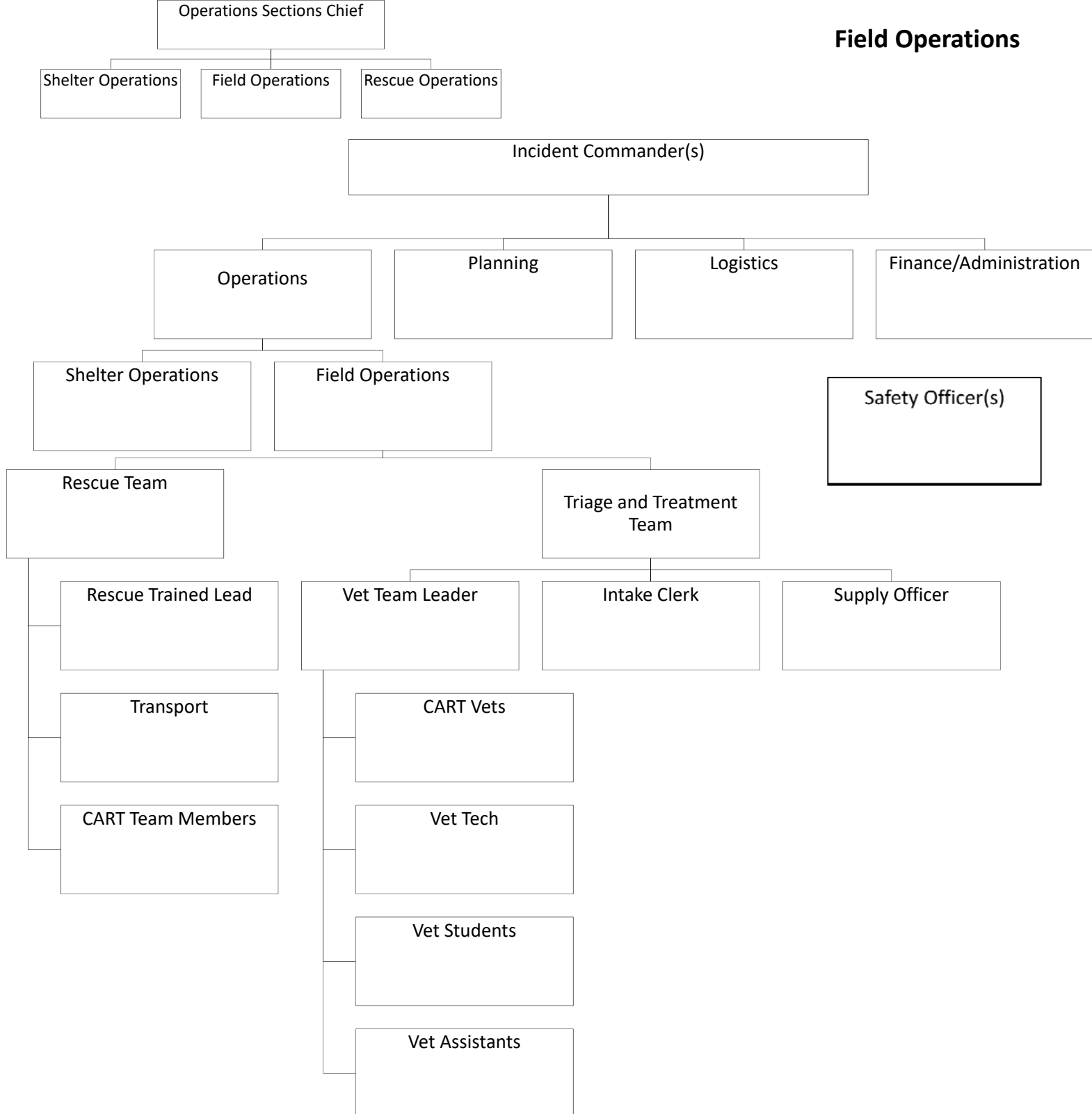
Operations Sections Chief

Shelter Operations Organizational Structure



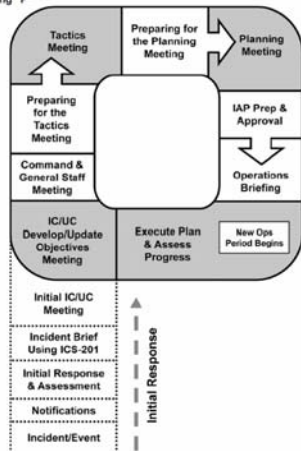
****On the Dog/Cat/Horse/Livestock Teams,**
The CART Team Members and Kennel Techs serve the same purpose. The difference in designation is that CART Team Members are pre-certified Medical Reserve Corps volunteers and Kennel Techs may be volunteers recruited in times of disaster. The number of kennel techs needed is scaled to the size of the event.

Field Operations



1. Incident Name:	2. Operational Period: Date From: _____ Time From: _____	Date To: _____ Time To: _____
3. Organization Chart		
ICS 207	IAP Page _____	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

The Planning "P"



- Incident Command**
- Sets the incident objectives, strategies, and priorities
 - Has overall responsibility for the incident.
- Operations**
- Conducts operations to reach the incident objectives.
 - Establishes the tactics and directs all operational resources.
- Planning**
- Supports the incident action planning process.
 - Tracks resources, collects/analyzes information, maintains documentation.
- Logistics**
- Provides resources and needed services to support the achievement of the incident objectives.
- Finance & Administration**
- Monitors costs related to the incident.
 - Provides accounting, procurement, time recording, and cost analyses.

General Descriptions of Roles from PCART Standard Operating Guidelines

P CART Emergency Operations Center (EOC) Liaison

The Payne CART EOC Liaison will be in the Emergency Operations Center and assist incident command

PCART Coordinator (aka Animal Agent in Charge)

- The PCART Coordinator (aka Animal Agent in Charge) will be designated by a **bright orange vest, armband or tape strip.**
- The PCART Coordinator (aka Animal Agent in Charge) oversees all PCART activities and answers to the local jurisdictional authority.
- Will handle day to day business of PCART and coordinate activities.
- Will verify assisting veterinarians' credentials after OKMRC volunteer veterinarian resources have been exhausted.
- Coordinate with the requesting agency or jurisdiction and the Shelter Manager/Team Leader to select appropriate locations for operations, length of operations, and expected animal population
- Conduct an After Action Debriefing and prepare the After Action Report (See Appendix D) in conjunction with the Payne County Emergency Manager.
- Submit reimbursement form to requesting agency after obtained from Supply Officer.
- Coordinate the flow of information to and from the appropriate agencies or groups
 - Provide information to the Incident Public Information Officer (PIO)
 - Provide updated list of animals lost/found to be posted

PCART Volunteer Coordinator

- The PCART Volunteer Coordinator works with the Emergency Manager and/or PCART Coordinator (animal agent in charge) in charge to oversee that volunteers for Payne CART are organized, assigned and directed to appropriate locations as needed when needed in a callout situation.
- Will handle day to day and call out Volunteer Coordination and Recruitment of P CART members.
- Will assist with (if needed) verify assisting veterinarians' credentials after OKMRC volunteer veterinarian resources have been exhausted.

PCART Shelter Teams

- Shelter teams consist of the following positions:
 - Safety Officer
 - Shelter Manager
 - Supply and Information Officer
 - Intake/Discharge Clerk
 - Veterinarian, consulting or on-site
 - Two team members
 - Kennel Technicians and/or Large Animal Technicians
- Shelter teams may be scaled up or down as the response demands.
- A full shelter team is generally needed for a response involving 10 animals or more, lasting more than one operational period.
- Could be a Shelter team for large and small animals.
- For large responses, a Scribe may be assigned to any position.
- Members of a shelter team will answer to the Shelter Manager.

PCART Rescue, Triage, and Treatment (RTT) Teams

- PCART R Teams will handle field operations to include search and rescue, field triage, and transport of animals.
- Could be a RTT Team for large and small animals
- RTT Team Members will answer to the Team Leader you are assigned to.
- Field teams will be made up of
 - Team Leader – Qualified rescue trained individual
 - Veterinarian (could also serve as the Team Leader with rescue qualifications)
 - Two Team Members – One to be a Scribe, one with knowledge in animal restraint (Basic Animal Rescue Training (BART) preferred.
 - Veterinary Technician and/or Veterinary Assistant

PCART Veterinary Team Leader

- The PCART Veterinary Team Leader will be designated by a **neon green vest, armband or tape strip**.
- Must be licensed to practice Veterinary Medicine in Oklahoma, with a license in good standing with the State of Oklahoma. (Through OKMRC or verified by PCART Coordinator).
- The PCART Veterinary Team Leader has responsibility for leadership of RTT teams and answers to the PCART Coordinator (aka Animal Agent in Charge) or the local jurisdictional authority.
- Will set-up and direct triage and treatment of animals.
- May be called upon as an expert advisor to Incident Command or requesting agency or jurisdiction
- Will be responsible to fill out medical supplies reimbursement form and provide to the PCART Supply Officer at conclusion of incident.

PCART Veterinarian

- The PCART Veterinarian will be designated by a **dark green vest, armband or tape strip**.
- May be assigned to shelter or RTT Team operations. Position will answer to the Veterinary Team Leader if assigned to an RTT Team. Position will answer to the Shelter Manager if you are assigned to shelter operations.
- May be assigned as an advisor in their area of expertise

PCART Veterinary Technician

- The PCART Veterinarian Technician will also be designated by a **dark blue vest, armband or tape strip**.
- May be assigned to shelter or RTT Team operations.
- Supports the PCART Veterinarian.

PCART Veterinary Assistant

- May be assigned to shelter or RTT Team operations.
- Supports the PCART Veterinarian.

PCART Shelter Manager (for clarification – could be a city or municipality employee, but is most likely a Payne CART member.)

- The P CART Shelter Manager will be designated by a **purple vest, armband or tape strip**.
- The Shelter Manager is in charge of shelter operations and answers to the PCART Coordinator (aka Animal Agent in Charge).
- May be called upon to advise requesting agency or jurisdiction

PCART Team Member

- The Payne CART Team Member will be designated by a MRC shirt.
- Team members may be assigned to a shelter team, an RTT Team, or assigned to assist a requesting agency, jurisdiction, or organization. Team members will answer to a Team Leader if assigned to an RTT Team. You will answer to the shelter manager if you are assigned to shelter operations.
- Jobs of a PCART Team Member may include, but are not limited to: scribe, information officer, Kennel Technician, Large Animal Technician and intake/discharge clerk.
 - A scribe is assigned to a specific person to follow and take notes for that individual.
 - The supply and information officer is responsible for monitoring supplies, resources, and information. The officer is responsible for submitting the medical supplies reimbursement form (after being completed by Veterinarian Team Leader) to the PCART Coordinator.
 - The intake/discharge clerks will be in charge of initial Intake/Discharge. Subsequent paperwork may be assigned to shelter or field operations.

PCART Safety Officer

- The PCART Safety Officer will be designated by a **yellow vest, armband or tape strip**.
- The Safety Officer may be assigned to shelter or field operations and will answer to a Veterinarian Team Leader if assigned to an RTT Team. Will answer to the Shelter Manager if you are assigned to shelter operations.
- It is the Safety Officer who has responsibility for the overall safety of operations. Any potential safety issues are reported to their direct supervisor immediately.

PCART Training Officer

- The PCART Training Officer will have the responsibility for the management of the PCART Training Program. (A Veterinarian is preferred for this position or someone with a strong knowledge and a good working relationship with Veterinarians).
- The PCART Training Officer reports to the PCART Steering Committee during day to day operations and to their assigned Shelter or RTT Team Leaders during an emergency.
- The Training Officer Will oversees Just In Time (JIT) training should the need arise.

PCART Supply Officer

- The PCART Supply Officer will have the responsibility for the management of the PCART supplies on a day to day basis and during an emergency.
- The PCART Supply Officer reports to the PCART Steering Committee during day to day operations and to their assigned Shelter or RTT Team Leaders during an emergency.
- They may designate a Warehouse Manager during times of emergency should the need arise.

ICS 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> • Name 	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> • ICS Position 	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> • Home Agency (and Unit) 	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).



AKC Pet Disaster Relief trailer equipment and supplies	
contents subject to change and availability at the discretion of AKC Reunite	
Administrative Supplies	QTY
10" Colored wrist bands for owner identification	1500
20" Tab band collars for animal identification	1500
Animal intake registration forms	local
Batteries, camera (if required)	1
Camera, SD cards	2
First Aid Kit (for volunteers and pets)	3
Index cards 4 x 6	1 pk
Letter size poly envelopes for cages	100
Markers, Hi-liter pkg 3	1
Markers, mini assorted pkg 4	1
Markers, blk permanent	2
Pens, assorted pkg 10	1
Post-It notes	1 pk
Registration log book	5
Scissors	2 pr
Single hole punch	2
Stapler, sm	1
Tape, transparent	3
Ties for envelopes on animal cages 8" zip	200
Volunteer registration forms	local
AKC Reunite Indigo ISO Microchips with Tags	50
AKC Reunite ProScan 700 universal microchip scanner	1
Animal Care	QTY
Animal control pole	1
Bowls, stainless 1 qt.	100
Carriers, corrugated pet	2
Crates, lg	50
Crates, med	15
Gloves, handling	2 pr
Hand can opener	2
Measuring spoon sets	2
Muzzles, feline	3
Muzzles, canine	7
Slip leads	24
Spoons, lg (to scoop food)	6
Trays, basketweave food 3 lb	500
Trays, food SEPG 1 lb paper	1000

AKC PET DISASTER RELIEF



AKC Pet Disaster Relief trailer equipment and supplies	
contents subject to change and availability at the discretion of AKC Reunite	
Cleaning Supplies	QTY
Bags, garbage for trash containers	125
Bags, t-sack (for poop pick up)	2000
Bleach	6 gal
Broom	2
Broom, sm w/dust pan	1
Brush, scrub lg	1
Brush, scrub med	1
Brush, scrub sm	3
Bucket, plastic mop 2 1/2 gal	1
Bucket, plastic 5 gal w/lid	5
Bucket, stainless steel	2
Cat litter (newspaper will do)	100 lb
Cleaning rags	1 cs
Disinfectant, hand	3
Dust pan, med	2
Dust pan, sm	2
Gloves, Latex assorted sizes and colors	10 pr.
Gloves, Nitrile lg	1000
Hand cleaner	1
Litter boxes	250
Litter scoops	6
Mop	2
Pooper Scoopers/shovel	2
Quaternary disinfectant	4 gal
Scouring pads	1 pk
Shovel, short round point	1
Shovel, short sq. point	1
Soap, liquid hand	2
Sponges	1 pk
Spray bottles (for cleaning cages), 24 oz.	4
Towels, roll paper	1 cs
Trash container, 44 gal.	2
Wipes, wet	1
Equipment	QTY
Axle jack, trailer	1
Camera, Digital w/case	1
Fans, box	2
Fire extinguisher	1
Generator, 5 kw	1
Jack stands	1 pr
Pressure washer	1
Printer, computer	1
Shop vacuum, 6 gal.	1
Socket E-track 2x4	8
Tire, spare	1
Trolly platform, 1/2 ton	5
Work light, telescoping	2
Tent-Pop up	1



AKC Pet Disaster Relief trailer equipment and supplies	
contents subject to change and availability at the discretion of AKC Reunite	
Maintenance Supplies	QTY
Batteries, D cell	1 bx
Bulbs, spare (for flashlight)	2
Bulbs, spare (for work light)	2
Chock (for wheels)	2
Cords, bunge assorted	1 pk
ESTRAP w/ratchet 16'	3
Extension Cord, 50 ft. 20 amp, 12 gauge	3
Flashlight and batteries	2
Funnels, plastic	2
Gas can (for generator) 5 gal	1
Hitch, 2" drop draw tire w/ 2 5/16" ball w/pin	1
Hose, 50' heavy duty water (to clean walking area)	1
Keys, trailer front door (2 with black cover)	2
Latch lock, keyed (for hitch)	1
Locks, bar door w/keys (keyed the same, 2/CAMET)	3
Lubricant, WD-40 3 oz	1
Nozzle (for hose)	1
Oil (for generator)	2 qt
Orange cone (inside walking area for male dogs)	2
Plastic rolls - 100 x 16 or 20 ft wide to line walls 6 mil	3
Pliers	1
Poly rope	1
Runner 100' (for center aisle)	1 rl
Safety glasses	6 pair
Safety straps, 1 1/4 x 15' (2 - 4 pack)	2
Security ball lock (for hitch)	1
Shredded paper (inside walking area) (add at time of use)	1 bag
Storage boxes, 12 gal	2
Tape, duct	1 rl
Tape, electrical	2
Tape, painters for plastic on walls	12
Tarps 12 x 16	2
Tire Guage	1
Towels, terry	1 cs.
T-wrench, folding (for tire)	1
Utility Knife	1
Hammer	1
Tent stakes	8
Vests, AKC Reunite yellow safety	10

PCART List of
Shelter Signs
3/2018

Signs	Number	Color	Size
ABSOLUTELY NO MEDIA BEYOND THIS POINT	4		8 1/2 x 11
All Volunteers Must Sign In/Out	3		8 1/2 x 11
Animal Admissions	4		8 1/2 x 11
Animal Check out	2		8 1/2 x 11
Animal Check-out Photo Area	2		8 1/2 x 11
Animal Food Prep Area	2		8 1/2 x 11
Animal Intake Photo Area	2		8 1/2 x 11
Animal Quiet Hours	3		8 1/2 x 11
Animal Visitation Hours	3		8 1/2 x 11
AUTHORIZED PERSONNEL ONLY	4		8 1/2 x 11
Bird Area	2		
Cat area - Known owners	4		8 1/2 x 11
CAUTION	5		8 1/2 x 11
CAUTION EAR PROTECTION MUST BE WORN IN THIS AREA	4		8 1/2 x 11
CAUTION Slippery When Wet	4		8 1/2 x 11
Chickens	2		8 1/2 x 11
Co-Located Shelter Parking	5		8 1/2 x 11
Decontamination	2		8 1/2 x 11
Division Number	4		8 1/2 x 11
Dog area - Known owner	4		8 1/2 x 11
Exercise Area	4		Legal size
Exotic area	2		8 1/2 x 11
For your animals safety, NO Animal will be removed at anytime without FIRST being checkout by shelter staff	4		8 1/2 x 11
General Population	1		8 1/2 x 11
Grooming Area	2		8 1/2 x 11
Handicapped Parking	2		8 1/2 x 11
Human Food ONLY	1		8 1/2 x 11
Isolation - Cat	1		8 1/2 x 11
Isolation - Dog	1		8 1/2 x 11
Just In Time Training (JITT) Area	2		8 1/2 x 11
Loading and Unloading Only	3		8 1/2 x 11
Maternity/Nursery	1		8 1/2 x 11
Medial and Behavior Concerns	1		8 1/2 x 11
Medical Pharmacy	1		8 1/2 x 11
Men	1		8 1/2 x 11
No Parking Anytime	5		8 1/2 x 11
NO PHOTOGRAPHS OR VIDEOS ALLOWED	4		8 1/2 x 11

No Smoking or Vaping within the building	4	8 1/2 x 11
No Smoking within 25 feet	4	8 1/2 x 11
Payne County Animal Response Team (Payne CART) Logo	8	Legal size
Please silence your cell phone	4	Legal size
Please take a number for service.	1	Legal size
PLEASE WEAR YOUR PPE	5	8 1/2 x 11
Pod # _____	4	8 1/2 x 11
Quiet area	4	8 1/2 x 11
Registration Process	2	8 1/2 x 11
Report a Lost or Missing Animal	2	8 1/2 x 11
Rescue Cat area - Unknown owner	4	8 1/2 x 11
Rescue Dog area - Unknown owner	4	8 1/2 x 11
Reserved Parking OKMRC	1	8 1/2 x 11
Reserved Parking Payne CART	4	8 1/2 x 11
Reserved Parking Payne County EM	1	8 1/2 x 11
Reserved Parking Shelter Veterinarian and Team Leads	3	8 1/2 x 11
Reserved Parking State Veterinarian	1	8 1/2 x 11
Reserved Parking USDA-APHIS	1	8 1/2 x 11
Reserved Volunteer Parking	5	8 1/2 x 11
Restrooms	4	8 1/2 x 11
Rows # _____	4	8 1/2 x 11
Shelter Admissions	2	8 1/2 x 11
Special Handling Area	2	
Storage	2	8 1/2 x 11
Storm Shelter	2	Legal size
Supplies and Donation Drop off	4	8 1/2 x 11
Temporary Animal Shelter	1	8 1/2 x 11
Temporary Human Shelter	1	8 1/2 x 11
Thank you for understanding the need for visiting and quiet hours. This helps your pets and our volunteers de-stress and get some much needed reest.	4	8 1/2 x 11

Thank you for your donation! Payne CART is a 501(c)(3) tax-exempt organization, and your donations are tax deductible. For information on PCART and animal response teams in general, see our website at www.paynecart.org .	1		
Thank you for your patience and understanding as our volunteers work to serve you and your pets.	2		8 1/2 x 11
Triage Area	4		8 1/2 x 11
Vaccine - KEEP refrigerated	1		8 1/2 x 11
Veterinarian/Medical Area	1		8 1/2 x 11
Volunteer Break Room	2		8 1/2 x 11
Volunteer Sign In/Out	1		8 1/2 x 11
We Apologize for any inconvenience, however, NO Aggressive Animals will be allowed into the shelter. For the safety of all animals and volunteers we reserve the right to deny access or ask for your pet(s) removal.	2		Legal size
Women	1		8 1/2 x 11

Shelter Animal Intake Form

CART Name _____
Animal ____ of ____

Incident _____ Date _____ Time: _____ Animal ID # _____

Animal Arrival Status: <input type="checkbox"/> Animal Control Drop-off <input type="checkbox"/> Owner/Agent Drop-off <input type="checkbox"/> Found	<input type="checkbox"/> Deceased <input type="checkbox"/> Transported From <input type="checkbox"/> Relinquished <input type="checkbox"/> _____	Intake Processor: _____
--	---	-----------------------------------

Name	Species	Breed	Color/markings	Gender	Known ID
				<input type="checkbox"/> Female <input type="checkbox"/> Male Altered? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Collar <input type="checkbox"/> ID Tag <input type="checkbox"/> Microchip <input type="checkbox"/> Tattoo

Address or location animal was found _____

Owner(s)/Agent Name _____ () _____ () _____
Primary Phone Alternate Phone

Owner(s)/Agent Permanent Address and Current Address (include city, state, zip) _____

Owner(s)/Agent Email _____

Animal's Veterinarian's Name _____ () _____
Phone

EMERGENCY CONTACTS

Name _____ Relationship _____ () _____
Phone

_____The animal owners (agents) acknowledge that the risk of injury, escape or death of the animal during an emergency cannot be eliminated. By signing I do not hold the _____ CART and its representatives responsible for injury, escape or death of the animal during an emergency.

_____The animal owners (agents) acknowledge that the risk of injury of the animal during an emergency cannot be eliminated and agree to be responsible for any veterinary expenses which may be incurred in the treatment of their animal. It is also requested that the animal owners (agents) contribute to the feeding and daily care of their animal, if possible.

Signature _____ Date _____ Printed Name _____

Date of Final Disposition: _____	<input type="checkbox"/> Transferred	<input type="checkbox"/> Owner surrender
<input type="checkbox"/> Return to Owner	<input type="checkbox"/> _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Hold for Owner	<input type="checkbox"/> Euthanized/ Deceased	

Local Jurisdiction _____ Shelter Location _____

Shelter Intake Exam Form

CART Name _____

Date & Time of Exam		Animal's ID #			Animal's Name		SPP (species)	
Age	Sex	F	FS	M	MC	Temp	Recheck Temp	
Examined By:	Name					<input type="checkbox"/> Veterinarian	<input type="checkbox"/> RVT	<input type="checkbox"/> Other _____
<input type="checkbox"/> Microchip Scan		Ears		Coat and Skin				
Implant: _____		<input type="checkbox"/> Normal <input type="checkbox"/> Other _____		<input type="checkbox"/> Normal <input type="checkbox"/> Other _____				
Attitude		Heart Rate _____ bpm		Nervous System				
<input type="checkbox"/> Normal/Alert <input type="checkbox"/> Other _____		<input type="checkbox"/> Slow <input type="checkbox"/> Fast <input type="checkbox"/> Other _____		<input type="checkbox"/> Normal <input type="checkbox"/> Other _____				
		<input type="checkbox"/> Murmur Grade (_____ /VI)						
		<input type="checkbox"/> Other _____						
Weight BCS _____ /9 _____ lbs		Lungs		Respiration Rate _____		Legs and Paws		
<input type="checkbox"/> Normal <input type="checkbox"/> Other _____		<input type="checkbox"/> Normal <input type="checkbox"/> Other _____		_____		<input type="checkbox"/> Normal <input type="checkbox"/> Other _____		
						Gait _____		
Eyes		Abdomen		De-Wormed: (product, dose, date)				
<input type="checkbox"/> Normal <input type="checkbox"/> Other _____		<input type="checkbox"/> Normal <input type="checkbox"/> Other _____		_____				
Mouth, Teeth, and Gums		Gastrointestinal System		Vaccinations Given				
<input type="checkbox"/> Normal <input type="checkbox"/> Other _____		<input type="checkbox"/> Normal <input type="checkbox"/> Other _____		Date: _____				
<input type="checkbox"/> Tarter <input type="checkbox"/> Mild <input type="checkbox"/> Mod <input type="checkbox"/> Severe				Product(s): _____				
<input type="checkbox"/> Gingivitis <input type="checkbox"/> Mild <input type="checkbox"/> Mod <input type="checkbox"/> Severe				Booster Date(s): _____				
Mucus Membrane Color								
<input type="checkbox"/> Pink <input type="checkbox"/> Pigmented <input type="checkbox"/> Other _____								
Nose and Throat		Urogenital System						
<input type="checkbox"/> Normal <input type="checkbox"/> Other _____		<input type="checkbox"/> Normal <input type="checkbox"/> Other _____						
Hydration		Lymph Nodes						
<input type="checkbox"/> Normal <input type="checkbox"/> Other _____		<input type="checkbox"/> Normal <input type="checkbox"/> Other _____						
Assessment: <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red <input type="checkbox"/> Black		Treatment and Recommendations:						

Local Jurisdiction _____

Shelter Location _____

Animal Bite Report Form

CART Name _____

DATE _____

Victim					
Victim Type – Person / Pet					
Victim's Name					
Address					
City, State					
Daytime Phone Number		Cell Phone Number			
Rabies Vaccination	Current/Date	Unvaccinated	Unknown		
Tetanus Vaccination	Current/Date	Unvaccinated	Unknown		
If victim is a minor:	Parent Name		Phone		
Bite Animal					
Animal's name (&/or Unique Shelter ID)					
Description (including estimated weight)					
Rabies tag number & year					
Quarantine Yes No	Date Started		Date Ended		
Owner's Name/Phone Number					
Medical Treatment Provided					
Date and time of bite					
Where and how did the bite occur? *Use back of form if additional space is needed.					
Description of the bite: Location, number and severity of punctures, scratches, lacerations, broken bones, etc.					
Location where victim was treated.					
What treatment was given?					
Verification					
Victim	Printed Name		Signature		Date
Person completing form and position	Printed Name		Signature		Date
CART Liaison	Printed Name		Signature		Date
Local Animal Control Officer	Printed Name		Signature		Date
Law Enforcement Officer	Name		Badge Number		Case #
Notifications					
List the name and phone number for agency / individual notified					
Local County Health Department	Person	Date	Time	Initials	
Pet Owner	Person	Date	Time	Initials	
Other(specify)	Person	Date	Time	Initials	

This form is to be completed by the Shelter Manager, Team Leader, or Safety Officer upon being notified that anyone has been bitten by an animal during activation. Please return completed form to the CART Liaison as soon as feasible, but no later than the end of the operational period.

Local Jurisdiction _____ Shelter Location _____

Appendix 5 – Equine Intake Identification Form

Description/Signalement descriptif/Señas descriptivas

Use block capitals only / Ecrire en majuscules / Escribir en mayúsculas

Head / Tête / Cabeza

LF/LF/LF

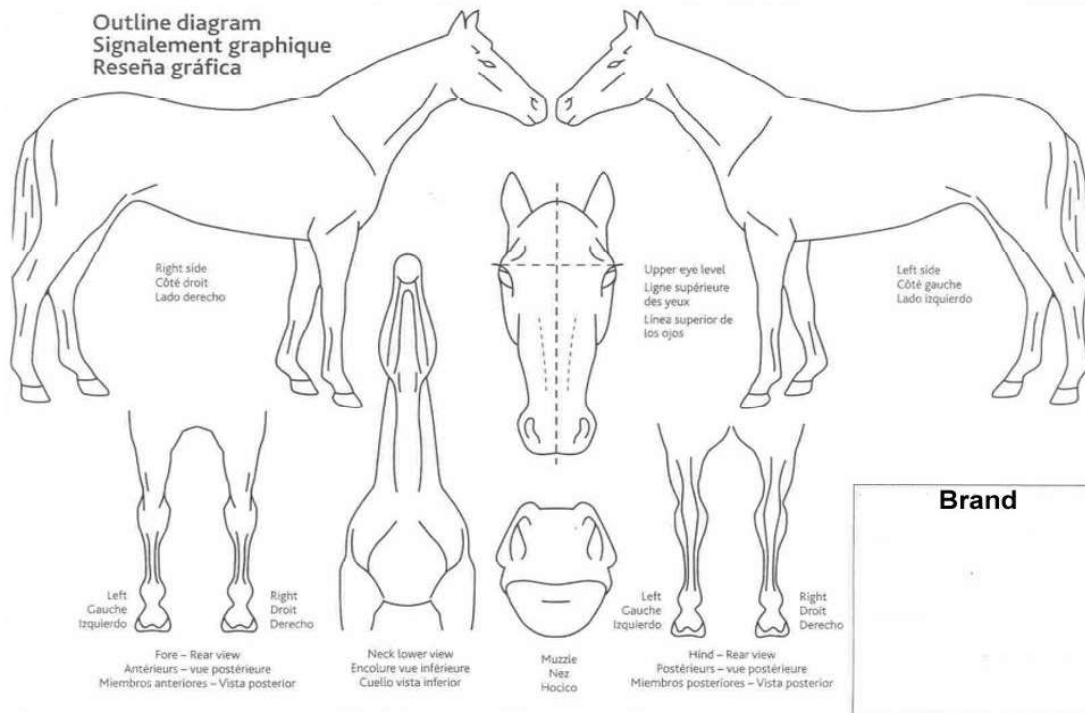
RF/RF/RF

LH/LH/LH/

RH/RH/RH

Body / Corps / Cuerpo

Microchip	Brand / fer rouge / hierro ardiente	Other / autre / otro
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Common Personal Items for Deployment

Scroll through the list of personal items that you may want to take with you when deployed.

Toiletries

- Alcohol-based hand sanitizer
- Toilet paper
- Sunblock (SPF 15 or higher) - if appropriate
- Insect repellent containing DEET - if appropriate
- Common medical items (aspirin, first aid items, antacids, eye drops, nasal spray, insect bite lotion, antifungal foot powder, etc.)
- Prescription medication
- Extra pair of prescription glasses, copy of prescription, and eyeglasses repair kit
- Contact lenses, lens case, lens cleaner, saline solution, and eyeglasses protective case
- Comb and brush
- Toothbrush, toothpaste, and dental floss
- Skin moisturizer, soap, and shampoo
- Lip balm
- Razor, extra blades*, and shaving cream
- Deodorant
- Scissors, nail clippers, and tweezers*
- Q-tips, cotton swabs
- Feminine hygiene products

Clothing

- A 1-week supply of comfortable clothing to match the weather conditions
- Long pants
- Long- and short-sleeved shirts, sweaters (as appropriate)
- Hat and bandana/long neckerchief
- Boots or sturdy shoes and extra laces
- Thick socks
- Shower shoes
- Jacket and rain (or snow) gear
- Towel (highly absorbent, travel towels if possible) and washcloth
- Gloves (leather gloves if physical labor will be performed; rubber gloves if handling contaminants)

Activities of Daily Living

- Sunglasses**
 - Waterproof watch**
 - Flashlight and spare batteries**
 - Security/money belt**
 - Cash or Traveler's Checks (Power is needed to make credit card payments.)**
 - Cell phone (with charger) and list of phone numbers/addresses**
 - Ziplock bags**
 - Three Meals Ready to Eat (MREs) or other nonperishable meals (ask if needed)**
 - Portable water purifier (ask if needed)**
 - Small sewing kit**
 - Sleeping bag and pad if you have room (ask if needed)**
 - Item(s) of comfort (e.g., family photo, spiritual material)**
 - Travel alarm clock**
 - Travel pillow**
 - Large plastic garbage bags (for protecting items from rain and moisture)**
- *packed in checked baggage**

Bring Along Needed Work-Related Items

Most field offices are well stocked with supplies. However, early in a major disaster, supplies may be scarce. Scroll through the list of work-related items that you may want to take with you when deployed. When traveling by air, you will need to check with the airline to determine the luggage weight limitations.

Office Supplies

- Paper and pens**
- Paperclips and tape**
- Scissors**
- Stamps**
- USB memory device**
- Laptop (Computers may be available, so check to see if a laptop is necessary.)**

Documents and Files

- Hardcopies of all critical files, checklists, procedures, and information
(There may not be power or time to print out critical information.)**
- Electronic copies of forms, samples, and information**
- Personal and professional address book and contact information**
- Personal documentation (power of attorney, living will, insurance card, emergency contact card, license, Government ID, passport—if needed)**

Tools of the Trade

- Specialized tools and equipment related to your assignment**
- Safety equipment (safety goggles, gloves, hardhat, earplugs, etc.)**
- Camera, film, camcorder (if required for assignment)**

Get Your Personal Affairs in Order

If you are deployed for weeks, or even months, you need to have a system in place to take care of your personal affairs back home.

Some logistics to take care of before deploying include:

- **Arranging for mail delivery.**
- **Arranging for payment of monthly bills.**
- **Canceling appointments.**
- **Letting family and friends know you are leaving.**

It is important to make all needed arrangements so that your family, partner, roommates, pets, and/or plants are able to carry on without you. You will not be able to perform effectively at the incident site if you are worried about household and family matters.